Industry Recognized Credential Transfer Assurance Guide: Microsoft Excel
(Microsoft Excel Associate Level Certification)
April 13, 2023

Industry Recognized Credential Transfer Assurance Guides (ITAGs) are a statewide transfer initiative that guarantees the award of college-level credit to students earning agreed-upon, industry recognized credentials. Students meeting credentialing requirements, regardless of where the learning was achieved, will be eligible to earn credit for specified courses deemed equivalent to the stated industry recognized credential listed on the ITAG document. Credentials are reviewed and aligned to postsecondary learning outcomes that are endorsed by Ohio's public institutions of higher education. The receiving institution must offer an equivalent course or program. Additional information on accessing and awarding ITAG credit is outlined in this document.

Required Credential(s)

Credential Name(s): Microsoft Excel Associate Level Certification
Credential Issuer: Microsoft

Exam(s): MO-200

Additional Requirements for Credit: Credit must be accessed within one year of passing or renewing the required Microsoft exam.

Credit Access and Verification

Student: Students wishing to receive credit can create and share a transcript using their Microsoft Certification Dashboard account.

Institution: Students requesting credit will share certification information using the above-mentioned account, and information will be provided by way of link, transcript ID, and access code.

Course Information

Course Name: ITMSOS002 Introduction to Microsoft Excel

Credit Hours: 1

Course Description: Using Microsoft Excel, students will create, edit, and format spreadsheets. Students will learn how to create and edit formulas and charts, use common functions, and manage workbook files.

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Alignment of Microsoft Excel Associate Level MO-200 Exam to to Postsecondary Learning Outcomes for Introduction to Microsoft Excel

Postsecondary Learning Outcomes	Credential Content
1. Create, save, open and print workbook files	Manage worksheets and workbooks
2. Enter and edit text and data in a spreadsheet	Manage data cells and ranges
3. Format tables and worksheets	Manage tables and table data Manage charts Manage worksheets and workbooks
4. Create charts	Manage charts
5. Create formulas	Perform operations by using formulas and functions
6. Apply functions	Perform operations by using formulas and functions
7. Sort and filter data	Filter and sort table data

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ITAG Development Panel

Lead name	Institution/Organization	Role
Dr. Thomas Mays	Miami University	Lead Panel Member - Faculty
Cheryl Reindl-Johnson	Sinclair Community College	Panel Member – Faculty
Bob Nields	Cincinnati State Technical and Community	Panel Member – Faculty
Matthew White	Mt. Healthy High School	Panel Member – Career Center/OTC
Darrin Crawford	LexisNexis	Industry
Dr. Robert Speckert	Ohio Department of Higher Education	ODHE ITAG Consultant
Nikki Wearly	Ohio Department of Higher Education	Senior Director, Career-Technical Education Transfer Initiatives
Dr. Ben Parrot	Ohio Department of Higher Education	Senior Associate Director, SCTAI Implementation

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